

BOARD OF TRUSTEES MEETING  
January 18, 2012  
6:30 PM  
MINUTES

Julie Mills Worthey who presided called the meeting to order at 6:35 pm.

Present were: Millie Burns, and Na'im Tyson.

Absent were: Winston Maharaj and Rodney Reynolds

Also present: Karen Watts, City Councilperson; Gary Newman, CSEA Unit President, Yolanda Bryan, Patricia Hansen, Robert MacDonald, Deborah Ramsey, Kevin Robinson, and Tamara Stewart, patrons; Val Barden, Maxine Grandison, Scott Griffith, Leroy Lea, Rebecca Newman, Cheryl Thomas and Chris Williams, library staff; and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meeting of December 21, 2011 were approved as amended.

OFFICIAL DESIGNATIONS:

The board moved to approve the 2012 official designations as amended upon a motion by Millie Burns, seconded by Na'im Tyson.

PERIOD OF PUBLIC EXPRESSION:

Gary Newman reminded the board that the step increases for 2012 were due. Also due is the out of title payment to Robert Copeland retroactive to the beginning of the year.

Julie Mills Worthey said that the process had been started, but we must be sure we are in compliance with civil service.

Patricia Hansen questioned why there was no financial report available for the meeting. She said that it was part of the New York State requirement.

Mrs. Mills Worthey said that a report was not available this evening, but the library intends to be fully compliant with the state.

Mrs. Hansen questioned when the last report was available and said the board was flying blind.

Mrs. Worthey disagreed with Mrs. Hansen's statement.

Tamara Stewart commended councilperson, Karen Watts for being instrumental in finally passing the city's budget.

She said that she wished the library had received more money, but the primary reason the library got what they did was due to Ms. Watts.

Julie Mills Worthey said that she echoed Ms. Stewart's statement. Councilperson Watts has been an advocate for the library and has done everything she could.

Karen Watts asked how the library would move forward with the budget elections. She said the more time spent on this, the better the chances.

Mrs. Mills Worthey said that the board had been called upon to address so much of the day to day operations of the library.

The board will formulate the publicity to do what is necessary.

Councilperson Watts asked would there be voting booths all over town. Julie Mills Worthey said she was hoping to have them at the library.

Patricia Hansen questioned who had prepared the budget that went to the city and who prepared the budget that would go out to vote. Mrs. Hansen was told that the board did

Cheryl Thomas said that as an employee, she also wished to thank Ms. Watts

The board moved to rescind the Step II disciplinary grievance for Val Barden, upon a motion by Millie Burns, seconded by Na'im Tyson. The grievance will be discussed in executive session.

Mr. Newman objected to the executive session discussion. He said the grievance shouldn't be left dangling. Mrs. Worthey said the board reserved the right to discuss matters in executive session.

Julie Mills Worthey said that the City of Mount Vernon had approved a budget for the library of 3.6 million dollars for 2012. This was achieved in part, with the advocacy of Karen Watts.

Mrs. Mills Worthey said that she would like to recognize the vote of confidence from the city. She said the board is determined to make the most of what it has been given, in terms of staffing and taking the budget out to vote.

Julie Mills Worthey said the library invited author, Kenneth C. Davis to speak about his books of an historical nature. A bookseller was also present for those who wished to purchase books.

Last month the board was very active in the day to day activities of the library. There was tremendous effort and the staff was proactive in the day to day activities.

A system was created for staff to address their emergent needs with the head of buildings.

Mrs. Mills Worthey said that part of the system in creating the head of building was to include feedback from the HOB at the board meeting as to the process.

The board meeting is the opportunity for the head of buildings to address concerns.

#### REMARKS OF THE TRUSTEES

Millie Burns and Julie Mills Worthey were both in attendance on the first Saturday in January. Ms. Burns said that the turn out was very light and she hopes that we can come up with a way to increase patronage.

Millie Burns said that there is a special event the first Saturday in February; a screening of a film about Chinese culture and dance.

Tamara Stewart asked if we could inquire if Joe Parisi could post the schedule for the first Saturday in the month. She said that a lot of people in the community read the Mount Vernon Inquirer.

Na'im Tyson said that Mary Irwin was able to complete the non-financial portion of the 1023 Form. He said that he needs to talk to the tax consultant about what is needed.

Mr. Tyson said that he is getting a list of mailing addresses from the circulation department to go after the most delinquent patrons.

Chris Williams said that a few more materials have been returned to circulation, about one hundred and fifteen items altogether.

A list of patrons who owe \$150.00 or more indicates that they are not returning to the library.

Julie Mills Worthey asked Chris Williams if he supported direct mailing to delinquent patrons.

Mr. Williams said yes. It was okay. People that owe \$100.00 or more could use a gentle reminder. There are about three hundred and thirty people who owe \$150.00 or more to the library.

Na'im Tyson said that the website revamp is still going on. He said he may need to schedule a meeting with Leroy Lea and Millie Burns.

Mr. Tyson said that there was incorrect information in the Mount Vernon Inquirer regarding the library budget. The information made it look like the library had received over 1.2 million dollars in additional funds.

Mrs. Mills Worthey said there is a process to address corrections. The board may want to send a letter.

#### OLD BUSINESS:

Julie Mills Worthey said that she spoke with Mr. Ronald Iorio regarding the portrait of his brother Seaman First Class, John Joseph Bennett who was a page at the library. The original photo that hung in the library was lost.

Mr. Iorio has an enhanced photo of his brother that he wants to gift to the library.

She said that Mr. Iorio is in favor of a program for the presentation of the photo. Memorial Day was suggested, but the library is closed. It was suggested that a program could be held in June.

Julie Mills Worthey said that she has heard from the Girl Scouts about the Gold Star project.

She said that she is concerned about how the project was received and its limitations.

The Girl Scouts wanted to plant stones as a fundraiser, but discovered it was not feasible on the First Avenue side.

Mrs. Mills Worthey said that the Girl Scouts did plant a tree and did fall clean-up. They also have a flag for the library.

The first Saturday in June may be an opportunity to recognize them for the work they do in conjunction with the photo presentation.

She suggested that the library reach out to the local VFW.

Julie Mills Worthey thanked Chris Williams for being optimistic about the amnesty program.

Millie Burns hosted a visit with Councilperson, Roberta Apuzzo who toured the library and discussed long range plans.

Karen Watts said that she toured the library about a year ago. Mrs. Mills Worthey invited her to come back.

A staff meeting was held on December 13, 2011. Julie Mills Worthey proposed that another staff meeting be held as soon as possible.

The library's insurance carrier has conducted an inspection. It was determined that a sprinkler system was needed in the stacks. The process of determining costs has begun.

Mrs. Mills Worthey said she believes that the library has been able to get an extension in the policy.

The carrier is requiring that the library get proposals. We must acquire the building plans which have been searched for in the building department and are not available.

The library may have to hire an architect.

Councilperson Watts said that the original plans have to be at the building department.

She said that the library has a grant from Assemblyman Gary Pretlow which may cover the cost of the sprinkler system.

Mrs. Mills Worthey said that the cost may exceed the grant amount.  
The insurance carrier did the inspection last year, but the board was just informed this year.

Karen Watts said if the plans for the sprinkler are in place, the insurance company may be willing to sidestep. If full plans are in place and you show that the money is coming, they may be willing to extend.

Ms. Watts said that getting money from the Dormitory Authority takes time.

Gary Newman said that he would hope that any sprinkler system would be a dry system.

#### NEW BUSINESS:

Julie Mills Worthey said that the need for an interim director or director is pressing.

There is an initial draft of the job description.

Mrs. Worthey said that she hopes to complete the task, so the description can go out no later than February 1, 2012. She said she hopes to start the interview process by the end of February.

Karen Watts said that the job description has to be approved by civil service.

Julie Worthey said that she met with civil service and got some guidance. The purpose was the issue came up with respect to the board's ability to spearhead fundraising efforts.

Mrs. Mills Worthey said that this is a non fundraising board which has limits in its ability to raise funds to supplement the budget.

She purposed that the library reach out to the Mount Vernon Public Library Foundation which is its fundraising arm. We need to know the foundation plans to utilize funds given and to raise funds for the library.

Mrs. Mills Worthey also spoke about the relationship with the Mount Vernon School District as firm, enduring and positive to both entities.

Millie Burns spoke about the board president's membership in key organizations such as, The American Library Association (ALA) and New York Library Association (NYLA)

Ms. Burns said when she was president she became aware of these organizations. She said that she thought the library would enroll, but was told there were no funds so she enrolled herself.

She said that she believes there should be membership, but the member should not pay.

Ms. Burns proposed that the library pay for the Board President's membership in these organizations during the duration of their term. Afterwards the member will be self paying.

Julie Mills Worthey said that she believes that membership in these organizations is beneficial. She agreed that anyone sitting in the board president's position should maintain membership.

Millie Burns said the expectation is that the library director or assistant director would already be a member. That's why the distinction is being made about a board member.

Na'im Tyson suggested that the matter be tabled and written as a resolution.

Mrs. Mills Worthey said that she had no problem with a resolution, so the board president could seek reimbursement.

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Upon a motion by Na'im Tyson, seconded by Millie Burns, the board entered Executive Session at 7:40 pm to discuss personnel matters.

The board recorded the following decisions:

Approved the temporary appointment of two part time cleaners to full time cleaner positions.

Approved the hire of a part-time clerk.

Respectfully,

Secretary